

- A state-of-the-art, anxiety free learning environment
- Microsoft Office Certified training instructors
- Diploma programs for today's most widely used business software
- Free training opportunities through local workforce grants for businesses and individuals
- Smaller, more interactive class sizes
- Portable classroom services
- Free student course manuals and practice files
- Convenient, central location



Owner and Instructor of Access Computer Training, **Kristin Pelletier**, is a Microsoft Office Certified Trainer. She has 20 + years of experience working with various Microsoft programs and has three years of experience developing and currently teaching several classes to best suit the needs of her clients.

Access Computer Training, LLC, is licensed with the Commission for Independent Education with the State of Florida.
(License #5237)



Learn more.

www.accesscomputertraining.com

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855-953-2764 (855-9-LEARNIT)

NEVER STOP LEARNING

Trust Tampa Bay's premier provider of targeted training in the software most commonly used in business today to jumpstart any office career.



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HI-TECH AND HANDS-ON

We provide the very best in comprehensive training for businesses and individuals, on site, in our classroom, or one-on-one.

Our Mission is to provide the highest level of quality, comprehensive instruction to our students ensuring they will be competitive in their job search and successful in their future.

State-of the art, anxiety free learning environment

Students and the instructor can interact with ease with each student having his/her own station for the highest level of comprehensive hands-on learning.

Microsoft Office Certified training instructors

Part of our hiring process is that each instructor must acquire the Microsoft Office 2016 certification through CertiPort. This certification is a Microsoft Office recognized accomplishment giving recognition for expert level knowledge of MS Office programs.

Diploma programs for today's most widely used business software

All of the Diploma Programs were created for those looking to enter or re-enter into the job market who are in need of skills necessary to be competitive in today's fast-paced office environment.

Free training for businesses and individuals through local workforce development grants.

Ask us about the many grant programs available. Designed to assist employers, displaced workers and low income individuals with with up to 100% funding for training in order to enhance their skills to improve job performance for higher productivity or become competitive in their job search.

Smaller, more interactive class sizes

Class sizes are limited to a maximum of 12 students, ensuring each gets the individual attention they need while still allowing for a true classroom experience.

Portable classroom

We provide all audio, visual and computer equipment for off-site training. We come to you so your employees can gain valuable skills without sacrificing too much time away from the office.

Student course manual, Elab, reference guides, and practice files

Students of the Business Applications & Microsoft Office program receive a Microsoft Office manual that contain a wealth of training materials, sample demonstrations, tutorials, and exams, as well as an E-lab and a 180-day trial of Microsoft Office 2016. Quick reference guides are also given to each student per class for quicker access to the curriculum learned that day.

Convenient Location

Access Computer Training is located in Lutz across from Walmart. Our location is in central Pasco County just south of SR54 on Dale Mabry just after the Dale Mabry/US41 split north of County Line Rd. Easy access from Hillsborough, Pinellas, Pasco and Hernando counties.

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